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Weekly Report for Week Ending 3 December 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 14 actions requiring the printing of 160,400 copies or sets of blank forms.
- (2) Six revised forms were approved.

b. Intangible

- 25X1A9a (1) Furnished the Stock Control Section/Supply Division/OL with the latest edition dates and form numbers and dates of all previous editions which may be used on 36 redesignated forms. [REDACTED]
- (2) Sent to the Chief, Printing Services Division a list of forms procured outside CIA during eleven months of 1958. One hundred and twelve forms were bought in 167 different procurement actions. [REDACTED]

2. Assignments - Active

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1. Eleven new and 21 revised forms.
2. Eight employee suggestions.
3. Travel Order Form Revision - Received approval of the form from DD/I. We are waiting for DD/P comments. [REDACTED]

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- 25X1A9a 4. Improvements in the Management of Stocked Forms - Another meeting being held on this today - will report results later. [REDACTED]

- 25X1A9a 5. Security Staff (New Building Staff). Project 90% complete. [REDACTED]

- 25X1C4a 6. [REDACTED] has been approved for changing from Category III to Category I. [REDACTED]

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7. All other projects are progressing normally.

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3. News

- a. The monthly Management Budget is being prepared from information received from the Fiscal Division. [REDACTED]
- b. The new supply catalog, "Printed Forms (Field)" has been issued. The catalog was coordinated with us before publication. [REDACTED] 25X1A9a
- c. SD/OL and the ARO's of OL, Comptroller, MS and OP have been asked to comment on the format and method of identifying revisions and material variations of Standard Forms as set forth in GSA's new Standard Forms Status Guide.

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